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OXC 2623

Copy 7 of 7

25 NOV 1961

MEMORANDUM FOR: [REDACTED]

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SUBJECT: Instructions

1. Assumption of Duties

You will proceed on about 15 November 1961 to assume your duties as Chief of Base, representing the Central Intelligence Agency at [REDACTED] referred to hereinafter as [REDACTED]

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2. Status

a. Your status is that of Commanding Officer, Detachment 1, 1129th (USAF) Special Activities Squadron.

b. Your status as Chief of Base will be made known to those U. S. officials and industry personnel whose cooperation in furtherance of your mission will be solicited.

3. Mission

You will develop, as soon as possible, and maintain an operationally ready unit capable of executing missions as directed by Project Headquarters.

4. Operational Duties and Responsibilities

a. [REDACTED] your assignment is that of Chief of all CIA operations with authority over all CIA staff and detailed personnel and responsibility for the supervision of any CIA-directed activities phased through or at [REDACTED]

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NO CHANGE IN CLASS. ✓  
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b. Within the framework of the program for [ ] and under the directives you will receive from Headquarters, you will utilize personnel, materiel, facilities and funds so as to ensure the most effective use of these assets toward the accomplishment of the over-all mission.

c. You will maintain compartmentation of activities and personnel to the extent required by security and as necessary to preserve the long-term effectiveness of the program.

d. You will consolidate administrative and support facilities to the extent and in the manner you deem best to carry out your mission.

e. You will develop and maintain up-to-date emergency plans for your installation and will be familiar with applicable war plans as developed by Headquarters.

5. Line of Command

As Chief of Base [ ] you will be responsible to the Chief, Development Projects Division, the Deputy Director (Plans) and the Director of Central Intelligence.

6. Finance

You will review, supervise and approve all financial and budgetary matters, plans, estimates and expenditures relating to your operation. Current authorizations to expend funds will be made known to you; it will be your responsibility to ensure that these authorizations are not exceeded, and that policies and procedures in appropriate CIA regulatory issuances are observed.

7. Communications

You will utilize the established communications systems and procedures between your base and Headquarters. All communications, both cable and dispatch, to and from your base, will be accessible to you to the extent and in the manner you desire. You will refer any matter of particularly sensitive nature to the Chief, DPD, on an Eyes Only basis, or to the Deputy Director (Plans).

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8. Security

You are specifically charged with the maintenance of physical and operational security in accordance with CIA security directives as applied to [ ] You will report any unusual problems to Headquarters.

9. Records

You will maintain, as prescribed in reports directives, records of activity currently in progress, status to date and projected adherence to programmed completion dates. Delays and amendments to programmed activities will be reported to Project Headquarters as discrepancies are ascertained.

(Signed) Richard M. Bissell, Jr.

**RICHARD M. BISSELL, JR.**

**CONCUR:**

(Signed) Stanley W. Beerli

**STANLEY W. BEERLI**  
Colonel USAF  
Acting Chief, DPD-DD/P

DPD/ADMIN/[ ]:ph (21 Nov 61)

**Distribution:**

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